

FOCUS On

Management Information

A Newsletter For Users Of The **Management Information Retrieval System**

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End Of Fiscal Year Reports

As the end of the fiscal year approaches, your reporting needs may increase. This issue of *FOCUS On Management Information* provides reporting techniques that create quarters, based on pay periods, to help organize information in a way that makes it easier to compare dollar amounts. Also included are examples of calculated fields which allow you to perform projections on salaries.

Don't forget, the MIRS Common Library has reports that you may find useful. COM021 totals state share and administrative costs for benefits, COM025 totals state share retirement and social security costs for the fiscal year, and COM026 totals all gross payments and state share amounts by pay period. Featured in this issue are TEMP001 and TEMP002 available in the Common Library through June!

Fiscal year reports (pay periods 07/97 - 06/98) are available until the 10/02/98 weekly update. Thereafter, July and August will not be included in the payment file.

Refresher Training

Two Refresher classes are scheduled for June 11th and July 8th. This course reviews the basics taught in Initial Training and allows participants to identify and work with specific report writing problems. Watch for an announce-

ment via e-mail and the MIRS Message screen for future classes!

- Reminder -

Date Field Changes

Due to Year 2000 changes, formats for the APPT_EXP_DT, HAPPT_EXP_DT, LIC_EXP_DT and HLIC_EXP_DT fields have changed from YMD (2-digit year) to YYMD (4-digit year). The dates will now display as 1998/05/01, 2000/05/30 etc. When using these fields in WHERE/IF phrases, you need to key the 4-digit year e.g., WHERE LICEXP GE '19980501'.

Please make a note of these changes on CSEMPL (pink and yellow) Master File Descriptions and in the Data Element Dictionary.

SCO Help Desk TDD Services

Effective May 26th, the Help Desk staff are available to receive telephone calls using a TDD (Telecommunications Device for the Deaf).

The TDD telephone number is (916) 327-6827.

For more information contact the SCO Help Desk at the above number or 324-6716 or through OfficeVision at CO1(PSHELP).

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This issue's *Reporting Techniques* provides examples of creating new fields for fiscal year quarters and salary increase projections. Try these out and use the accompanying Common Library reports!

Fiscal Year Quarters

Creates four quarters for the 1997/1998 fiscal year based on the pay period field.

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QUARTER	GROSS_PAY
-----	-----
1ST	\$98,568.00
2ND	\$100,201.00
3RD	\$101,009.10
4TH	\$87,911.21

```

DEFINE FILE CSPMTS ADD
QUARTER/A3 =IF (PAYPD IS '9707' OR '9708' OR '9709') THEN '1ST' ELSE
              IF (PAYPD IS '9710' OR '9711' OR '9712') THEN '2ND' ELSE
              IF (PAYPD IS '9801' OR '9802' OR '9803') THEN '3RD' ELSE
              IF (PAYPD IS '9804' OR '9805' OR '9806') THEN '4TH' ;
END

TABLE FILE CSPMTS
SUM GROSS
BY QUARTER
WHERE (PAYTP IS '0') AND (PAYPD IS-FROM '9707' TO '9806')
END

```

Salary Projections

The field INCREASE is created by multiplying the BASEPAY by the percent increase (such as 3%). This field provides the dollar amount of the salary increase. Then NEW_SALARY is created by multiplying BASEPAY by itself and the percent increase e.g., 1.03. This field provides a new monthly salary including the increase.

```

DEFINE FILE CSEMPLE ADD
INCREASE/P7.2M=BASEPAY*.03;
NEW_SALARY/P12.2M=BASEPAY*1.03;
END

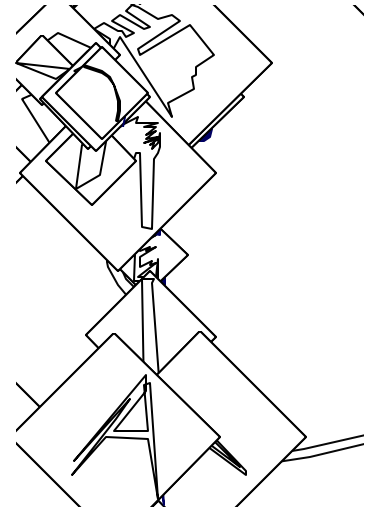
```

**** See page 4 for a salary projection report. ****

Spotlight FOCUS Report

This issue's *Spotlight Report* lists expenditures by quarter for the fiscal year. Gross payments, state share retirement, social security and medicare are included.

This report is temporarily available through June in the Common Library. It is called **TEMP001**. Refer to your Common Library flowchart for instructions on browsing, printing or copying this procedure.



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EXPENDITURES FOR THE 1997/1998 FISCAL YEAR

DATA AS OF: 05/01/98 RUN ON: 05/07/98

TYPE OF PAYMENT*	1ST	2ND	3RD	4TH	TOTAL
AWARD	\$20,037.43	\$4,394.02	\$11,076.09	\$3,132.11	\$38,639.65
DED ADJ REF	\$31.46	\$11.52	\$62.78	\$14.03	\$119.79
DSBLTY SUPP	\$18,467.12	\$18,781.03	\$10,103.51	\$2,014.54	\$49,366.20
IDL-FULL	\$51,075.29	\$56,034.11	\$54,435.12	\$13,097.23	\$174,641.75
IDL-2/3	\$65,892.65	\$63,012.21	\$42,078.11	\$18,263.21	\$189,246.18
L/S OT	\$30,023.09	\$14,062.99	\$33,067.05	\$25,965.34	\$103,118.47
L/S SICK LV	\$5,902.03	\$11,234.03	\$12,891.31	\$19,087.99	\$49,115.36
L/S VAC	\$48,099.45	\$50,901.63	\$87,621.02	\$49,023.04	\$235,645.14
MISC	\$92,450.11	\$242,109.34	\$190,023.19		\$524,582.64
NDI	\$14,012.23	\$7,558.01	\$13,903.91	\$972.80	\$36,446.95
OVERTIME	\$1,297,660.47	\$1,186,290.78	\$870,422.65	\$4,552.70	\$3,358,926.60
PREMIUM PAY	\$132,542.09	\$132,035.17	\$130,010.47		\$394,587.73
REGULAR	\$19,603,675.16	\$19,501,895.99	\$19,467,430.94	\$6,489,143.65	\$65,062,145.74
SHIFT	\$201,092.18	\$198,113.11	\$199,021.87	\$235.67	\$598,462.83
TOTAL	\$21,580,960.76	\$21,486,433.94	\$21,122,148.02	\$6,625,502.31	\$70,815,045.03

*INCLUDES GROSS & STATE SHARE RETIREMENT, SOCIAL SECURITY AND MEDICARE
IF APPLICABLE TO THE TYPE OF PAYMENT.

Data Talk: Testing Defined Fields

When creating new fields like INCREASE and NEW_SALARY, it is **VERY IMPORTANT** to verify that values produced by the new fields are correct. To begin testing, create a report printing out all new fields and original fields used to create the define (see Steps 1 through 4 below).

```
DEFINE FILE CEMPL ADD
INCREASE/P7.2M=BASEPAY*.03;
NEW_SALARY/P12.2M=BASEPAY*1.03;
END
TABLE FILE CEMPL
PRINT FULL_NAME/A25 BASEPAY/P8.2M AS 'OLD,SALARY'
      INCREASE AS '3%,INCREASE' NEW_SALARY AS 'NEW,SALARY'
END
```

**** Temporarily available through June in
the Common Library called TEMP002. ****

PAGE 1

FULL_NAME	OLD SALARY	3% INCREASE	NEW SALARY
-----	-----	-----	-----
KARLTON, KARL	\$3,314.00	\$99.42	\$3,413.42
ZIMMER, ZOE Z	\$2,738.00	\$82.14	\$2,820.14
BAXTER, BONNIE B	\$5,778.00	\$173.34	\$5,951.34
LUIS, LARRY L	\$3,834.00	\$115.02	\$3,949.02

Step 1: Create a test report. Be sure to either write the report after the define commands like sample above, or store the define separately and execute it before your test report e.g. EX COM004, EX COM015.

Step 2: Execute the report.

Step 3: Verify calculations are working correctly or new values are accurate.

Step 4: TESTING COMPLETED! You can now use the defines in report requests!

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We invite your comments.
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